

PROJECT MEETING AGENDA

Project Group: Three Phase

Project Title: Excitation Control for Synch Generator

Meeting Objective: Establish Project requirements and initiate planning.

Date: 09/16/2014

Time: 1:30 PM

Location: GJL 219

Facilitator: Jacob Nelson

Minutes: Kerri McGinty

Preparation Requirements:

1. Please Read: <http://www.webpages.uidaho.edu/mindworks/Capstone%20Design/fall-spring.htm> project 24, both links
2. Please Bring: Logbooks

AGENDA ITEMS

1. Old Business:
 - None. This will be the first meeting for this project.
2. Finalize and sign team contract.
 - Completed final revisions and got it approved by Feng Li
3. Outline project requirements.
 - Briefly discussed project requirements based on the given project statement.
4. Discussion with possible action regarding project budget.
 - Made this a question to ask Dr. Johnson during our meeting.
5. Discussion with possible action regarding client interview/meeting.
 - Decided that Tuesday before 2pm would work best for everyone. Waiting to hear back from SEL for final date and time of the client interview.
6. Agenda items for next meeting.
 - Readdress bullets three and four after meeting with Dr. Johnson
 - Finalize question list for client interview
7. Schedule next meeting. Date: Friday Time: 10:30 Location: GJL 219
8. Additional Comments:
9. Adjourn: Time 5:30 pm

Attendees:

- Kerri
- Jacob
- Carlos
- Feng

Action Items:

Jacob:

- Type up agenda for Fridays meeting

Carlos:

- Set up meeting with SEL
- Type up questions to ask Dr. Johnson

Kerri:

- Set up meeting with Dr. Johnson
- Type up minutes and email to group